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VRA FINAL REGULATIONS

By Rose Lee

The popular Veterans Readjustment Appointment (VRA) authority final regulations have been issued in FPM Bulletin 307–21, dated November 7, 1985. These regulations reflect statutory requirements in Public Law 98–543 that extended the VRA authority through September 30, 1986, under Section 2014, Title 38, United States Code. In addition to the extension, the following improvements have been made:

- The maximum grade level for appointment has been raised from GS-7/WG-7 to GS-9/WG-9 (or its equivalent).
- Limited appeal rights to the Merit Systems Protection Board have been granted to VRA employees during the first year of their appointment.
- The semiannual reporting requirement by agencies has been changed to once a year.

The VRA authority is used to help unemployed Vietnam era veterans (VEVs), who have 14 years or less of education, obtain Federal jobs. They are given a two-year noncompetitive appointment, along with training, which leads to conversion to a permanent position upon completion of the two years. (The 14-year educational requirement is waived, however, for those veterans who are compensably disabled, or who have received a discharge from the service due to a disability). To be eligible for this appointment, a veteran must have served on active duty during the period of August 5, 1964, through May 7, 1975, and must have been honorably discharged.

VRAs continue to be a highly effective way for agencies to meet their overall employment needs, and to provide additional opportunities for qualified women, disabled veterans, and minority veterans.

Additional questions concerning this bulletin, or the VRA Program in general, should be directed to the Technical Assistance and Operations Division, Office of Affirmative Employment Programs, Office of Personnel Management, Washington, D.C. 20415. The telephone number for this Division is (202) 632-5607.

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Volume 3 Number 2 Winter 1985/86

SPOTLIGHT on Affirmative Employment Programs

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HOW TO AVOID BEING A HERSHEY LADY:

Steps to Career Planning

By Robert Franco

(This is the last in a series of articles on taking personal responsibility for career advancement. The first two articles appeared in the previous two issues.)

The articles dealt with looking and acting like a professional and setting a career objective. Now comes the tough part. There are several things you can do as you begin to move up the ladder:

1. **Volunteer for anything** (except baking cookies). To become noticed and acquire needed skills, volunteer for special projects and details, even if they may not be the choicest assignments. Make sure that the work is documented in your official personnel file (OPF).

2. **Get all of the training you can.** Sign up for as many courses as your agency can pay for and that you can handle. Remember, training must be job related—to your present job or a job that you might conceivably hold in the future. Check with your training officer and find out what is available. Don't just pick out courses listed in a training catalog. Look into courses offered at local colleges and universities, or through professional groups. Be sure to document completed training in your personnel records and in your applications for jobs.

If your agency can't afford to pay for all of the training which you feel you need, then you may have to pay for it. I know it's tough on your salary. I know it's tough holding down a full-time job and going to school at night, especially if you're a single parent. But, I hate to say it again. Welcome to the Real World. The sacrifices are for you and your career.

3. **Apply for everything** (generally). If you think you might be qualified for a position, never talk yourself out of applying for it. It's good for your supervisor to think of you as someone with goals. If you're not selected for the position, you should find out why and work on those areas that will make you more competitive the next time. Many times it was simply a matter of a poorly completed application or an inadequate job interview—learn how to express and sell your qualifications. Also, don't forget to check into any agency career enhancement opportunities.

Also, don't forget to check into any agency career enhancement

(continued on page 4)

GETTING READY FOR FISCAL YEAR 1986

By Anita L. Wiley

The Office of Affirmative Employment Programs (OAEP) in OPM'S central office, has several efforts underway for fiscal year 1986. In fiscal year 1985 we laid the groundwork for most of our projects for implementation in fiscal year 1986. The staff of OAEP under the direction of Robert L. Martinez, OPM's Assistant Director for the Governmentwide Affirmative Employment Programs, believes that there is still more we can do to enhance our programs.

In recognizing that changed times require changed attitudes and approaches, we are reevaluating our goals and objectives, and reorganizing our operations to reflect the new demands and realities of today's Federal Government.

Our mission is to help agencies take positive measures to assure that affirmative employment programs are integrated with other personnel management policies and merit principles.

In carrying out our mission, we are well underway with many of our projects that will provide agencies with better tools for implementing their affirmative employment programs:

- **AEP REGULATORY PROJECT**—OAEP recently undertook an ambitious project of completely refining and consolidating all of the regulations and FPM instructions relating to our programs. It features four subparts of AEP regulations and nine FPM subchapters of a revised Chapter 720. The regulations include changes which will significantly reduce paperwork requirements.
- **AEP HANDBOOK**—OAEP will combine all existing AEP handbooks (e.g., Federal Women's Program, Hispanic Employment Program, Selective Placement Program for Handicapped Individuals, Veterans Employment Program, and the Resource Allocation Plan Model) and other AEP-related pamphlets and materials into one handbook. It will provide practical advice and suggestions on planning and implementing all of OAEP's special personnel programs. It will consist primarily of two sections. The first section will focus on those areas which are common to all programs, such as how to develop effective recruitment and training programs. The second section will cover the unique aspects of each of the special personnel programs (e.g., women, veterans, Hispanics, and handicapped individuals). OAEP plans to develop the handbook in a loose-leaf binder format so that agencies may order any part and have the option of adding to the handbook.
- **AEP EVALUATION & TECHNICAL ASSISTANCE GUIDE**—The purpose of the guide is to describe the criteria and processes involved in monitoring and evaluating agency AEP pro-

(continued on page 4)

MEET THE STAFF OF THE OFFICE OF AFFIRMATIVE EMPLOYMENT PROGRAMS—Front Row, Left to Right: Anita Wiley, AEP Technician, Technical Assistance and Operations Division; Juan Ramirez, Special Assistant for the Hispanic Employment Program; Leonard Bassoff, Special Assistant for the Selective Placement Program, Robert Franco, Chief, Technical Assistance and Operations Division; Robert L. Martinez, Assistant Director for Affirmative Employment Programs; Ismael Rodriguez, AEP Specialist, Technical Assistance and Operations Division; Sharon Stromberg, Special Assistant for the Federal Women's Program; Don Smith, Chief, Evaluations Division; and Marvin Kossmann, Special Assistant for the Veterans Employment Program. **Middle Row, Left to Right:** Yolanda Wilson, AEP Specialist, Technical Assistance and Operations Division; Darnell Robinson, Clerk-Typist, Evaluations Division; Kennitha Jenifer, Secretary, Technical Assistance and Operations Division; Gloria Jackson, AEP Specialist, Evaluations Division; Ora Cooke, Secretary, Evaluations Division; Federico Perez-Molina, AEP Specialist, Evaluations Division and Rose Lee, AEP Specialist, Evaluations Division. **Back Row, Left to Right:** John Colvin, AEP Specialist, Evaluations Division; Doris Fields, Secretary, Office of Affirmative Employment Programs; Janet Laver, Staff Assistant, Office of Affirmative Employment Programs; Colleen Daniel, Secretary for the Special Assistants; Orian Falkenborg, AEP Specialist, Evaluations Division; and Phyllis Miner, Clerk-Typist, Office of Affirmative Employment Programs.

CONGRESS AND THE PRESIDENT DECLARE A WEEK OF RECOGNITION FOR WOMEN VETERANS

By Marvin J. Kossmann

The long needed recognition of women veterans was highlighted in a recent congressional resolution. The Congress, in Senate Joint Resolution 47, declared the week of November 10, 1985 as **National Women Veterans Recognition Week.**

The President expanded on congressional intent by calling our attention to the fact that women have always answered the call for military service and have suffered casualties, family disruptions, and dislocations because of their commitment to their country. He reminded us that the performance of women in military service has been in the proudest traditions of our Armed Forces.

In a personal note, the President stated:

"We Americans are justly indebted to all who have served in uniform in the cause of our national defense. It is an honor for me to invite special attention to the unique contributions made to that cause by women veterans."

D.C. COUNCIL PRESENTS HEP MANAGERS' AWARD

Ms. Ellie Gilbert, Chair of the Washington D.C. Council of Hispanic Employment Program Managers, recently presented the Council's Annual Managers' Award to Mr. Robert L. Martinez, OPM's Assistant Director for Affirmative Employment Programs for his outstanding support and participation in the combined agency effort of National Hispanic Heritage Week observance.

Shaking Mr. Martinez' hand, Ms. Gilbert said, "Without the wholehearted support of managers like you we would not have successful Hispanic Heritage Week Programs." Six other top Government managers were honored with the Council's award. Each citation gave descriptions of how each manager supported the Council in its efforts to consolidate the Federal Government's Hispanic Heritage Week observance into one major event. More agencies participated in the planning of the 1985 opening day ceremony than expected.

"We were surprised that so many agencies decided to pool their resources into one interagency effort. "Why, we had 47 agencies standing in line wanting to contribute something!" said Ms. Gilbert. She went on to say, "For that reason it is important to give recognition to the top managers who supported us at the beginning when we really needed help."

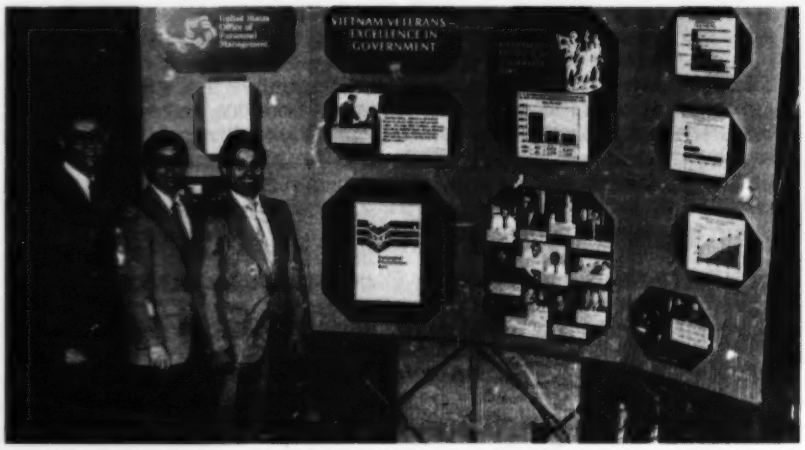
Robert L. Martinez (right), OPM's Assistant Director for Affirmative Employment Programs, is presented with the Council's Managers' Award by Ellie Gilbert (middle), Council Chair, Washington D.C. Council of Hispanic Employment Program Managers for his support of National Hispanic Heritage Week. Juan Ramirez (left), Special Assistant for the Hispanic Employment Program attended the presentation.

The other recipients of the 1985 Managers' Award were John J. Franke, Assistant Secretary for Administration, Department of Agriculture; Kay Bulow, Assistant Secretary for Administration, Department of Commerce; Lawrence J. Korb, former Assistant Secretary for Defense (Force Management and Personnel), Department of Defense; Nancy L. Harris, Office of Intergovernmental and Interagency Affairs, Department of Education; Stanley E. Morris, Director of the U.S. Marshals Service, Department of Justice; and William T. Hudson, Director of Civil Rights, Department of Transportation.

VETERAN'S DAY 1985, COMMEMORATED

In a memorandum to heads of departments and agencies, the Office of Personnel Management's Director, Constance Horner, reaffirmed the Administration's commitment to this nation's veterans, especially Vietnam and disabled veterans. Director Horner's Veteran's Day memorandum conveyed a copy of President Reagan's Proclamation which calls upon us to recognize the valor, unselfishness, and contributions of our veterans. The Director's memorandum also called upon agencies to observe the national holiday with ceremonies and renewed commitment.

In the central office, OPM observed the annual recognition of veterans by displaying an exhibit entitled, "Vietnam Veterans— Excellence in Government." This exhibit portrays the accomplishments of Vietnam era veterans in the Federal Government and illustrates their advancement in managerial and senior executive ranks. The exhibit was also displayed at the Department of Labor's headquarters during its annual Veteran's Day commemoration.



Proudly standing in front of the U.S. Office of Personnel Management's Veteran's Day Exhibit **From Left to Right** are:—Marvin J. Kossmann, Special Assistant for the Veterans Employment Program; Terry W. Culler, Associate Director for Workforce Effectiveness and Development; and Robert L. Martinez, Assistant Director for Affirmative Employment Programs.

Getting Ready for FY 86

(continued from page 2)

grams and the kinds of technical assistance available to agencies from OPM.

- **REGULATIONS FOR CERTAIN POSITIONS AFFECTED BY A-76 CONTRACTING OUT**—On September 30, 1985, OAEP published final regulations in the *Federal Register* which will strengthen placement efforts for certain veterans in contracting out situations. These procedures will include a provision for agencies to provide job placement assistance to those veterans affected by contracting out.
- **WOMEN'S EXECUTIVE LEADERSHIP PROGRAM**—OAEP established this pilot program to provide developmental opportunities for women who have demonstrated potential for managerial and executive careers. Sixty-four women representing 54 agencies were selected to participate in a one-year pilot program. The program provides talented employees with intensive training and a series of managerial experiences directly related to their executive developmental needs. Currently, the participants are in the final phase of the program where they are being rotated within and among Federal agencies to take on specifically identified assignments such as working as a special assistant to a top management official or to an agency's congressional relations or budget office, or working in some other specific program area. These assignments are all specifically designed to help the participant acquire greater knowledge, skills, and abilities in the managerial competency area.

This is just a sample of the projects that the Office of Affirmative Employment Programs is working on. These projects represent an effort that will result in guidance and tools that should help Federal agencies establish effective personnel management programs that will provide equal employment opportunities.

HERSHEY LADY

(continued from page 1)

opportunities.

4. **Don't be afraid to make suggestions.** You've got to somehow convey to management that you're part of the team and that you're concerned about ways to improve the efficiency and effectiveness of agency operations. Speak up at staff meetings if you have a question, idea, or suggestion. Think about the meeting's content ahead of time and plan your questions or ideas. Someone once said that if it's a good idea, everyone will be impressed, and if it's a bad one, you'll be forgiven anyway because you weren't expected to have one in the first place. I don't know that I would put it that way, but I do get irritated at supervisors and higher-graded staff who assume that employees in lower-grade levels or clerical positions are neither interested nor qualified to present a good idea. So speak up.

5. **Make yourself known to managers and supervisors.** This is not as insidious as it sounds. Sometimes, a selecting official may prefer to select a "known quantity," someone with whose work he or she is familiar, over an "unknown quantity." You can make yourself known through discussions, details, and projects. I know that I am always impressed by an employee who takes the time and effort to talk to me about his or her interest in working in our office or programs.

6. **Get feedback on how you're doing.** Even the best supervisor forgets, or is reluctant to give positive and negative feedback to employees. Therefore, tell your supervisor what you're doing or have done, and ask for his or her assessment. If possible, this should be done quarterly so that there are no surprises at annual performance evaluation time. Don't get defensive or withdraw from negative feedback—everyone, especially hershey ladies, wants approval, but you need to know where to improve.

Another thing—on a more personal level. You're going to need a lot of support in trying to make it up the ladder, especially from your spouse, mate, friends, and/or significant others. You may be willing to make the big sacrifice, but others may not share in your enthusiasm. Others may support you only until the crunch comes. One husband told me that he had always been supportive of his wife's efforts to improve herself until he realized that it meant he was going to have to take care of the kids while she was traveling. It's better to lay out the big picture ahead of time.

Okay, now for the big finish. Some people believe that if you work very hard, you're bound to be noticed and rewarded. Bull. I know a lot of people who have worked very hard all of their lives and are still eating macaroni and cheese dinners.

The key to success is knowing what you want, wanting it bad enough, knowing how to get where you want to go, a lot of hard work, and a little luck. You can control all of this—even luck to some extent. Webster defines luck as "the force that seems to operate for good or ill in a person's life, as in shaping circumstances, events, and opportunities." You can certainly try to shape your circumstances, events, and opportunities in your favor. People who win aren't just lucky—they win by increasing the odds in their favor. You rarely win by taking one chance, and you never win if you don't take any chances.

It's a fantastic feeling when you've "made it." It's pretty exciting stuff, and for a while you'll probably be difficult to live with. But that's okay, you've earned it. But, you're still not through: you've got a debt to pay. You have an obligation to help others who want, or are trying, to do the same. No one has ever succeeded completely on their own. It's a myth. Somewhere along the way, someone helped in some way. Each of us is obliged to pay it back somehow.

As is always the case, the choice is really yours. If you never really liked Hershey's cocoa in the first place, you're one step ahead....

Spotlight

on
Affirmative Employment Programs
Managing Editor: Robert Franco
Editor: Anita L. Wiley

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DR. KING'S FIRST FEDERAL HOLIDAY OBSERVED

By Anita L. Wiley

The first observance of the national holiday honoring Dr. Martin Luther King, Jr. was observed January 20, 1986. The theme chosen for this year's first observance was "Living the Dream."

In recognition of this memorable event, Federal agencies all over the United States observed the Federal holiday with special ceremonies geared toward living and keeping Dr. King's dream for social equality alive.

In a White House statement, President Reagan said, "... each year on Martin Luther King's Day, let us not only recall Dr. King, but rededicate ourselves to the commandments he believed in and sought to live everyday...."

Eight employees of the Office of Personnel Management came together to give selected readings from Dr. King's "I Have a Dream" speech in a ceremony at the Office of Personnel Management honoring Dr. Martin Luther King, Jr. **From Left to Right:** Paul W. Aiwohi, Staffing Group; Carlos F. Esparza, Staffing Group; Anne A. Andrews, Administration Group; James W. Morrison, Jr., Compensation Group; Robert E. Shell, Public Affairs; Dorothy J. Steffanic, Staffing Group; John A. Colvin, OAEP, WED; and, at the microphone, Sharon S. Stromberg, OAEP WED.

SPECIAL APPOINTMENT PROGRAM

By Anita L. Wiley

PAC Bilingual/Bicultural Program, under the Schedule B authority, allows agencies to appoint applicants who have the required level of oral Spanish language proficiency and/or the requisite knowledge of Hispanic culture, and are otherwise qualified, for PAC positions in which interaction with the public or job performance would be enhanced by having bilingual and/or bicultural skills. This special appointment program applies only when the Office of Personnel Management has approved Schedule B authority for particular positions. However, agencies having approved Schedule B authorities, may make appointments under the Bilingual/Bicultural Program without regard to the list of eligibles established under the procedures adopted for filling PAC positions. Detailed instructions about this special appointing program are defined in FPM Chapter 213, Appendix E-3; another reference is Operations Letter 213-7.

Agencies are encouraged to make full use of the Schedule B/PAC Bilingual/Bicultural Program and other special hiring authorities; such as: the Veterans Readjustment Appointment Program, reference: FPM Chapter 307; the noncompetitive hiring authority for 30% or more disabled veterans, reference: FPM Chapter 316; and the hiring authorities for handicapped individuals, reference: FPM Chapter 306.

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REGIONAL DIRECTOR'S SPECIAL CITATION AWARD

By Jesse Lemus
San Francisco Region

The San Francisco Region of the U.S. Office of Personnel Management presented a special award to the Naval Supply Center, Oakland, California in recognition of its outstanding contributions in employing and effectively utilizing disabled workers in its civilian work force.

At a special ceremony, the "Regional Director's Special Citation Award" was presented to the Naval Supply Center's Commanding Officer, Captain C.P. Gibfried, by Mr. John E. Sauerhoff, Jr., Acting Regional Director for OPM's San Francisco Region. Mr. Sauerhoff noted that the commendable accomplishments in employing disabled persons by the Naval Supply Center, spanned the entire range of disability categories which comprise the Federal Government's Selective Placement Program, including the following: (1) the severely physically handicapped; (2) the mentally retarded; (3) persons with previous emotional or psychiatric disabilities; and (4) disabled veterans from military service.

The San Francisco Region of OPM awards to the Naval Supply Center, Oakland, CA, the "Regional Director's Special Citation Award." **Shown from left to right, are:** Teri Eriksen, NSC Selective Placement Coordinator; Captain C.P. Gibfried, NSC Commanding Officer; John E. Sauerhoff, Jr., Acting Regional Director for OPM's San Francisco Region; and Jesse Lemus, Regional Affirmative Employment Programs Manager for OPM's San Francisco Region.

Mr. Sauerhoff also noted that, of the total number of civilians hired by the Naval Supply Center in FY 1985, approximately 90 (or 17%) were severely handicapped persons. At the end of FY 1985, the Naval Supply Center had a civilian work force of approximately 2,370, of which 165 (or 7%) had identified disabilities. Many of these workers competed successfully under regular civil service competitive procedures against nondisabled applicants.

EMPLOYMENT GAINS FOR WOMEN AND MINORITIES IN FY 1985

By Federico Perez-Molina

Women totaled 776,844 or 40.6% of the Federal work force (1,912,869), an increase of 0.8 percentage points over FY '84. Minorities totaled 496,480 or 26.0% of the Federal work force, an increase of 0.9 percentage points over FY '84. These results were among highlights of OPM's seventh annual report to Congress on implementation of the Federal Equal Opportunity Recruitment Program (FEORP). This program, an initiative of the Civil Service Reform Act of 1978, requires Federal agencies covered under FEORP to conduct continuing programs to recruit women and minorities for Federal employment. Specific gains in employment from September 1984 to 1985 are:

- White women increased from 510,188 or 27.4% to 527,752 or 27.6%, a gain of 0.2 percentage points;
- Black women increased from 168,211 or 9.0% to 181,280 or 9.5%, a gain of 0.5 percentage points;
- Hispanic women increased from 31,091 or 1.7% to 34,046 or 1.8%, a gain of 0.1 percentage point;
- Asian/Pacific Islander women increased from 16,892 or 0.9% to 18,887 or 1.0%, a gain of 0.1 percentage point;
- Native American women remained 0.8% of the Federal work force even though they increased from 14,747 to 14,879;
- Black men increased from 132,715 or 7.1% to 137,770 or 7.2%, a gain of 0.1 percentage point;
- Hispanic men increased from 57,443 or 3.1% to 60,559 or 3.2%, a gain of 0.1 percentage point;
- Asian Pacific Islander men increased from 31,557 or 1.7% to 33,904 or 1.8%, a gain of 0.1 percentage point; and
- Native American men remained 0.8% of the Federal work force even though they increased from 15,142 to 15,155.

A REMINDER: EMPLOYMENT OF 30 PERCENT OR MORE DISABLED VETERANS

By Marvin J. Kossmann

Although there has been a marked increase in the employment of veterans who are 30 percent or more disabled since the Civil Service Reform Act first authorized noncompetitive appointments, a number of agencies and installations make little use of the special appointment authority. This authority allows organizations to fill vacancies noncompetitively through a temporary appointment which allows for conversion to permanent status.

To qualify, a veteran:

a. must be disabled and have a compensable service-connected disability of 30 percent or more;
b. must have the disability documented by DoD or the Veterans Administration;
c. must meet qualification requirements for the temporary position;
d. must serve under a temporary limited appointment not limited to 60 days or less; and
e. may be converted noncompetitively to a career or career-conditional appointment at any time while serving under a temporary limited appointment. The disabled veteran must meet the qualification requirements for the permanent position.

NOTE: Any temporary appointment authority may be used for the initial appointment provided it is projected to last more than 60 days. Conversion need not be to the same position and grade level of the temporary appointment. Conversion may be to any position and grade level for which the disabled veteran qualifies.

Dr. Dennis Wyant, Director, Vocational Rehabilitation and Counseling Service, Veterans Administration (left) presents a certificate of commendation to Mr. Gene P. Rochelle (right). Mr. Rochelle serves as Program Manager, Central Executive Seminar Center, OPM, Oak Ridge, Tennessee. Dr. Wyant presented the award on behalf of the Committee on Disabled Veterans, President's Committee on Employment of the Handicapped for Mr. Rochelle's continuing use of disabled veterans as lecturers in the Center's Executive Development Program.

This employment vehicle not only allows agencies to fill vacancies quickly with well-qualified individuals, it also allows agencies to meet affirmative action requirements for the hiring and advancement of disabled veterans. Since the special appointment program was initiated in 1979—over 10,000 severely disabled veterans have been employed through it.

References:

Temporary appointment: FPM Chapter 316 and FPM Supplement 296–33

Conversion to Career or Career-Conditional Appointment: FPM Chapter 315 and FPM Supplement 296–33

VETERANS' JOB TRAINING PROGRAM EXTENDED

The Veterans Administration (VA) is notifying more than 200,000 eligible veterans that they have until July 1, 1986, to begin an approved job training program under the Emergency Veterans' Job Training Act.

Congress extended the deadline by which an eligible veteran must enter a training program from September 1, 1985 to July 1, 1986, in an attempt to assist those veterans who were issued Emergency Veterans' Job Training Act certificates of eligibility, but could not be placed in an approved program of job training prior to the original expiration date.

The program, which pays employers directly to hire and train certain long-term unemployed Vietnam era and Korean conflict veterans, has been operational since November 1983. It funds 50 percent of the veterans starting hourly wages up to $10,000, to provide a maximum of 15 months of training for certain veterans with service-connected disabilities, and up to 9 months for other participants.

The VA will be mailing letters to these veterans informing them of the extended deadline and asking them to contact the nearest VA Regional Office or Job Service Office.

NEW AWARD TO RECOGNIZE EMPLOYERS OF DISABLED VETERANS

By Marvin J. Kossmann

Do you know of employers in your community who have hired or trained disabled veterans? Would you like to help recognize them?

Employers who have gone that extra step to hire and/or train disabled veterans can now be recognized with a **Certificate of Appreciation** from the President's Committee on Employment of the Handicapped.

If you represent a veterans service organization, state or local committee on employment of the handicapped, or a Federal agency that serves veterans, you are invited to nominate outstanding employers for the President's Committee Certificate of Appreciation. All you need to do is indicate in a letter the reasons why your nominee deserves to be recognized. The Committee on Disabled Veterans, a subcommittee of the President's Committee, will review the letter to make sure it meets certificate criteria. If so, a Certificate of Appreciation is given to the nominating official to present to the employer.

The President's Committee Certificate of Appreciation Program is ongoing and is offered to help local agencies recognize the significant contributions employers have made to the employment of disabled veterans.

For a copy of the nominating criteria and rules governing this program write to:

Mr. Paul Hippolitus
Committee on Disabled Veterans
President's Committee on Employment of the Handicapped
Washington, D.C. 20210

OPM's Philadelphia Region Veterans Employment Representative, Mr. Jack Kearney (right), presents a President's Committee on Employment of the Handicapped, Committee on Disabled Veterans, Certificate of Appreciation to Mr. Charles Baugh (left), Section Manager/Postmaster of the Philadelphia Post Office for the Post Office's achievements in employing disabled veterans. The Philadelphia Post Office currently employs more than 1,000 compensably disabled veterans or approximately 10 percent of its total work force.

MORE GRADS TO BE HIRED

The following article was taken from the December 1985 issue of *Recruiting Trends—The Monthly Newsletter for the Recruiting Executive, Philip Farish, Editor.*

Competition for new college grads will be up slightly this school year. Employers participating in the *College Placement Council's Recruiting '86 Report* said they would be hiring *2% more degreed* people than they did last year.

Employers predict a *7% increase in hires of bachelor's degrees in business and a 4% increase in the hiring of MBAs.* Students with degrees in science, math, and technical disciplines, except engineering, will have a slightly improved market.

One of the confusing findings of the survey, according to the Council's Judith Kayser, is the outlook for *engineers.* "The data indicate a 5% decline in hiring of new engineering graduates with bachelor's degrees, yet many companies volunteered comments that they thought the demand for engineers would be greater." However, that situation applies *only to people with the first degree.* The intake of engineers with master's degrees is expected to go up 7%.

Another group of students, those in non-technical fields other than business, will enter a market that is *3% weaker* than it was last year, even though, Kayser notes, employers said they thought liberal arts grads would be in greater demand this academic year.

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AFFIRMATIVE EMPLOYMENT IN SPACE

In January 1986, **Dr. Franklin R. Chang-Diaz'** childhood dream of exploring space became a reality as he lifted off into space aboard the space shuttle Columbia. The flight was the culmination of years of perseverance to achieve his goal.

At 7 years old, Chang-Diaz and his friends used to get into cardboard boxes and pretend tc fly into space. Chang-Diaz, a native of Costa Rica and the grandson of a Chinese immigrant, left his home as a teenager with no knowledge of English and immigrated to the United States where he settled with relatives in Hartford, Connecticut.

Chang-Diaz repeated his senior year in a Hartford High School to learn English and won a scholarship to the University of Connecticut where he majored in mechanical engineering. He went on to graduate study at the Massachusetts Institute of Technology (MIT). When he was awarded his PhD in plasma physics from MIT, Chang-Diaz sent his astronaut application to Houston's Johnson Space Center in 1977 and was chosen in 1980.

At age 35, he is the first NASA Hispanic-American astronaut to fly into space. In addition to his busy astronaut schedule, Chang-Diaz is developing a plasma rocket for future interplanetary travel.

Dr. Chang-Diaz was recently selected as one of twelve outstanding naturalized American citizens to receive the **Medal of Liberty,** a new and prestigious national honor.

The **Medal of Liberty** is a U.S. Government medal established this year to recognize living naturalized American citizens which have made significant contributions in their fields. This medal is similar in prestige to the Medal of Freedom.

The **Medal of Liberty** will be presented to the twelve recipients by President Reagan on the evening of July 3, 1986, aboard the aircraft carrier USS John F. Kennedy in New York harbor at the official unveiling of the Statute of Liberty and the relighting of her torch.

The selection of the twelve recipients was delegated to the Medal of Liberty Committee, chaired by Lee A. Iacocca (Chairman of Chrysler Corporation). Researchers and historians from the Medal of Liberty Committee researched a large number of records to obtain names and qualifications of naturalized American citizens. The vast list of candidates obtained was whittled down to 200. Biographies and accomplishments of these 200 were circulated and studied by the voting members of the Medal of Liberty Committee and the selection of the twelve recipients was accomplished by balloting of the members.

Dr. Chang-Diaz is the only recipient of Hispanic background, the only Federal Government career employee, and the youngest member in the group of twelve to receive this honor.

The selection is a well-deserved recognition of Chang-Diaz' contributions to American society. He is an inspiration to his heritage and Americans everywhere.

PM 1.18/4:

TIPS ON PLANNING EFFECTIVE HISPANIC HERITAGE WEEK ACTIVITIES

By Anita L. Wiley

Hispanic Heritage Week will be celebrated September 14–20, 1986. The theme chosen for this year's observance is "Hispanic: An Economic and Electoral Influence."

In preparing for Hispanic Heritage Week observance, the Office of Affirmative Employment Programs has outlined a few tips for persons responsible for implementing the week's activities:

- *Planning should be done well in advance.* Early coordination with appropriate agency officials will help to secure the necessary support and funds.
- Instead of planning for activities for the full week; it may be more practical to *choose one or two days out of the week to conduct hard-hitting effective activities.*
- Show a balance between cultural activities and those geared toward meeting the goals and objectives of the Hispanic Employment Program. It is advantageous to link the week's activities with achievements of more positive results in the program's effort for enhancing employment opportunities for Hispanic persons; such as, structuring the activities around a central theme by increasing community outreach, upward mobility needs, training and delivery of services, depending upon the need of the agency.
- Activities should be made a part of each year's agency affirmative action plan and, where applicable, the HEP Manager's work plan.
- Prepare internal issuances on the Federal Government's hiring policies which may affect Hispanic employees.
- Initiate discussions with agency management regarding the removal of obstacles or barriers which may have an adverse impact on the recruitment and hiring, training, and advancement of Hispanic persons.
- Obtain higher-level management commitment for using job-related bilingual/cultural certification, and Cooperative Education Program agreements, Summer and Stay-in-School jobs, etc.
- Provide workshops or seminars to orient Hispanic employees and managers on topics such as: the special hiring authorities, how to use bilingual/cultural certification, and the EEO process.
- When feasible arrange for the agency's personnel office to conduct job information fairs in areas of high Hispanic population concentrations to attract qualified Hispanics.
- Publicize achievements made by Hispanic employees.
- In conjunction with the agency's personnel office, develop plans for agency recruiters to make presentations at high schools, junior colleges, universities, and community organizations with high concentration of Hispanic students to provide basic information on Federal employment, including summer job opportunities.

EMPHASIS ON HANDICAPPED RECRUITMENT

The Regional Director of the Dallas Region, Edward Vela, Jr., is focusing on establishing appropriate relationships with persons and organizations that have placement or referral systems relative to Federal special personnel programs. While recognizing current staffing and budgetary constraints, the Regional Director has asked the Staffing Division in his region to revitalize those recruiting and liaison efforts directed toward handicapped individuals.

The Staffing Division, believes this objective can be achieved by reminding Federal agencies of the employment potential in the community and by serving as an "on call" intermediary between the agencies and local recruiting sources. To that end, the Staffing Division is in the process of establishing **"Handicapped Recruitment Source Files."** The files are being set up for the Personal Computer under the "easy filer" program. The file will consist of three types of information:

- listings of Federal agency handicapped coordinators;
- listings of recruiting sources within the area office's geographical jurisdiction; and
- listings of Department of Labor, local veterans' employment representatives (for disabled veterans) in SES offices.

Key fields have been established, which will permit offices to extract information by type, individual name, organization/agency, city, and state. The files will permit the generation of mailing lists.

The three basic actions needed for effective implementation are:

- Designation of a staff member as the local "Handicapped Recruitment Coordinator." The designee should be familiar with Federal recruiting and employment concepts in general, and for the handicapped in particular.
  - — The coordinator's role is to serve as a focal point in joining agency recruiters to qualified handicapped applicant sources. He/she should be alert to additional source material which may be added to the file.
- Issue an agency letter to appropriate officials emphasizing the hiring of handicapped individuals and providing the name of the coordinator and the existence of the recruiting file.
- Annually circularize and update the file.

This is just one of the Dallas Region's initiatives to improve their handicapped individuals recruitment and employment record.

GAINS IN VETERANS EMPLOYMENT CONTINUE

By Orian Falkenborg

According to figures listed in the U.S. Office of Personnel Management's 1984 "Annual Report to Congress on Veterans Employment in the Federal Government," more than 80,000 veterans were hired during FY 1984. This represented an increase of 7,025 over the total of 73,016 reported in FY 1983. Gains occurred in the following categories: Vietnam era veterans (57,300 in FY 1983 and 69,378 in FY 1984); Veterans Readjustment Appointments (15,307 in FY 1983 and 20,704 in FY 1984); 30% or more disabled veterans (4,206 in FY 1983 and 4,724 in FY 1984; and, noncompetitive appointments of 30% or more disabled veterans (2,542 in FY 1983 and 3,157 in FY 1984).

Veterans employment in FY 1984 represented 20% of all Federal hires. There were 396,704 Federal hires.

In addition, an impressive increase in employment of Vietnam era veterans at the supervisory/managerial level occurred. In FY 1981, the number of veterans in such positions was 13,270. In FY 1984, this figure had more than doubled to a total of 31,875.

Agencies are encouraged to review and improve their record of veterans hiring, and place more emphasis on the disabled and minorities, as opportunities to do so occur.

TOTAL, VETERANS PREFERENCE, VIETNAM ERA VETERAN, DISABLED VETERAN, AND VETERANS READJUSTMENT AUTHORITY EMPLOYMENT IN THE NONPOSTAL EXECUTIVE BRANCH AS OF SEPTEMBER 30, 1985

		Veterans Preference Employees		Vietnam Era Veterans			Disabled Veterans		Veterans Readjustment Authority			
	Total Employees	#	% of Total[1]	#	% of Total	% of Vets.	#	% of Vets.	#	% of Total	% of Vet. Preference	% of VEV
Total, Executive Branch Agencies	2,091,448	768,685	36.8%	341,659	16.3%	44.4%	94,368	12.3%	51,786	2.5%	6.7%	15.2%
Executive Departments	1,710,443	649,890	38.0	280,113	16.4	43.1	78,183	12.0	40,409	2.4	6.2	14.4
State	16,268	4,852	29.9	1,383	8.5	28.5	160	3.3	19	0.1	0.4	1.4
Treasury	134,743	30,904	22.9	14,299	10.6	46.3	3,338	10.8	737	0.5	2.4	5.2
Defense, Total	(1,006,775)	(454,994)	(45.2)	(224,410)	(22.3)	(49.3)	(61,303)	(13.5)	(37,030)	(3.7)	(8.1)	(16.5)
Army[2]	355,522	155,539	43.8	72,651	20.4	46.7	24,279	15.6	12,499	3.5	8.0	17.2
Navy	333,487	154,855	46.4	83,640	25.1	54.0	15,666	10.1	17,575	5.3	11.3	21.0
Air Force[2]	224,234	111,159	49.6	55,663	24.8	50.1	17,239	15.5	5,098	2.3	4.6	9.2
Defense Logistics Agency	51,838	21,740	41.9	7,741	14.9	35.6	2,928	13.5	1,699	3.3	7.8	21.9
Other Defense Activities	41,694	11,701	28.3	4,715	11.3	40.3	1,191	10.2	159	0.4	1.4	3.4
Justice[4]	64,804	19,947	30.8	7,446	11.5	37.3	1,741	8.7	705	1.1	3.5	9.5
Interior	76,222	23,386	30.7	5,297	6.9	22.7	2,257	9.7	537	0.7	2.3	10.1
Agriculture	123,725	32,883	26.7	7,871	6.4	23.9	2,354	7.2	370	0.3	1.1	4.7
Commerce	36,577	9,673	26.5	2,795	7.6	28.9	746	7.7	209	0.6	2.2	7.5
Labor	18,611	6,039	32.5	1,525	8.2	25.3	860	14.2	64	0.3	1.1	4.2
Health & Human Services	136,523	22,688	16.6	5,236	3.8	23.1	2,085	9.2	188	0.1	0.8	3.6
Housing & Urban Development	12,534	3,683	29.4	602	4.8	16.3	455	12.4	56	0.4	1.5	9.3
Transportation	61,686	33,613	54.5	7,190	11.7	21.4	2,232	6.6	374	0.6	1.1	5.2
Energy	16,942	6,185	36.5	2,039	12.0	33.0	542	8.8	115	0.7	1.9	5.6
Education	5,033	1,043	20.7	20	0.4	1.9	110	10.5	5	0.1	0.5	25.0
Independent Agencies	381,005	118,795	31.2	61,546	16.2	51.8	16,185	13.6	11,377	3.0	9.6	18.5
Environmental Protection Agency	13,651	2,512	18.4	294	2.2	11.7	208	8.3	6	[3]	0.2	2.0
Equal Employment Opport. Comm.	3,209	732	22.8	107	3.3	14.6	153	20.9	15	0.5	2.0	14.0
Federal Deposit Insurance Corp.	6,420	1,268	19.8	557	8.7	43.9	64	5.0	4	0.1	0.3	0.7
Federal Emergency Mgmt. Agy.	3,880	1,343	34.6	439	11.3	32.7	137	10.2	5	0.1	0.4	1.1
General Services Adm.	25,797	11,384	44.2	5,372	20.8	47.2	1,486	13.1	609	2.4	5.3	11.3
Natl. Aeronautics & Space Adm.	22,741	7,929	34.9	1,552	6.8	19.6	439	5.5	47	0.2	0.6	3.0
Natl. Archives & Records Adm.	3,671	496	13.5	322	8.8	64.9	59	11.9	29	0.8	5.8	9.0
Natl. Labor Relations Board	2,631	468	17.8	113	4.3	24.1	40	8.5	1	[3]	0.2	0.9
Nuclear Regulatory Comm.	3,718	1,086	29.5	282	7.6	26.0	56	5.2	–	–	–	–
Office of Personnel Mgmt.	6,629	1,556	23.5	624	9.4	40.1	194	12.5	32	0.5	2.1	5.1
Small Business Adm.	4,851	1,483	30.6	291	6.0	19.6	174	11.7	7	0.1	0.5	2.4
Smithsonian Institute	4,467	1,805	40.4	1,111	24.9	61.6	114	6.3	213	4.8	11.8	19.2
U.S. Information Agency	5,214	1,194	22.9	141	2.7	11.8	77	6.4	3	0.1	0.3	2.1
U.S. Intl. Devel. Coop. Agy.	3,687	925	25.1	43	1.2	4.6	57	6.2	–	–	–	–
Veterans Administration	248,409	79,421	32.0	48,463	19.5	61.0	12,485	15.7	10 356	4.2	13.0	21.4
All Other Agencies[5]	22,030	5,193	23.6	1,835	8.3	35.3	444	8.5	50	0.2	0.9	2.7

[1]Employees with unspecified veterans preference are excluded from the base in percent calculation.
[2]Excludes employees in the National Guard.
[3]Less than 0.05 percent.
[4]Includes the Federal Bureau of Investigation.
[5]Agencies with less than 2,500 employees.

Source: Central Personnel Data File (CPDF).

Coverage: The CPDF covers all Executive Branch agencies except the U.S. Postal Service, Tennessee Valley Authority, Federal Reserve System, Offices of the White House and Vice President, Central Intelligence Agency, and National Security Agency. Total employment covers all work schedules (full-time, part-time, and intermittent) and tenures (permanent and temporary). Totals may vary slightly from data of other reporting systems due to differing dates, coverages and definitions.

CONGRESSIONAL HEARING ON THE VRA PROGRAM

On March 20, 1986, the U.S. House of Representatives, Committee on Veterans' Affairs, Subcommittee on Education, Training, and Employment, held a hearing on proposed legislation (H.R. 4384) to modify and extend the Veterans Readjustment Appointment (VRA) Program.

Mr. Gerald K. Hinch, Acting Associate Director, Workforce Effectiveness and Development Group, U.S. Office of Personnel Management (OPM), presented the Administration's position. Mr. Hinch testified in support of the VRA Program. He stated: "We believe that the program should preserve its focus on disadvantaged veterans, those with little work experience, those who can't afford an expensive education, and those who are disabled."

The VRA Program provides employment for eligible Vietnam era veterans. Agencies can hire these veterans without going through regular competitive procedures. After completing 2 years of satisfactory employment and development, the veterans can be converted noncompetitively to career or career-conditional appointments.

Over a quarter million VRA's have been hired since the program was established by President Nixon in 1970. The current law governing the program expires on September 30, 1986.

KUDOS TO THE GREENSBORO DISTRICT OF THE IRS

In a recent ceremony, Daniel Black, Assistant District Director for the Greensboro District of the Internal Revenue Service, was presented the "Employer of the Year Award" by Greensboro Mayor, John Forbes. The award is sponsored by the Greensboro Mayor's Council on Employment of the Handicapped for leadership in hiring handicapped individuals in the local community.

The Office of Affirmative Employment Programs congratulates Daniel Black and the Greensboro District of the Internal Revenue Service for their outstanding effort of employing handicapped individuals.

Daniel Black (left), Assistant District Director for the Greensboro District of the Internal Revenue Service, receives the "Employer of the Year Award" from Greensboro Mayor, John Forbes (right).

EDITOR'S CORNER

If there are individuals wishing to submit articles for possible publication in *Spotlight on Affirmative Employment Programs,* I would be delighted to hear from you! So please forward your articles to me (pictures are welcome)! My address is:

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Please note: The Editor reserves the right to make any necessary "editorial" changes in the articles that are submitted, and pictures will not be returned.

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Director: Constance Horner
Assistant Director: Robert L. Martinez
Managing Editor: Robert Franco
Editor: Anita L. Wiley

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SPOTLIGHT on Affirmative Employment Programs

United States Office of Personnel Management

MEET THE DEPUTY DIRECTOR FOR THE U.S. OFFICE OF PERSONNEL MANAGEMENT

PUBLIC LIBRARY

On August 27, 1986, **Dr. James E. Colvard** was sworn into office as the Deputy Director of the Office of Personnel Management. Prior to Dr. Colvard's appointment, he served as Assistant to OPM's Director Constance Horner. As Management Advisor to the Director, Dr. Colvard has served as the primary counsel on several issues, including alternative personnel systems and regional consolidation.

Director Horner called the appointment of Dr. Colvard, "a richly-deserved honor for a person with a distinguished record of managerial and technical contribution."

Before coming to OPM, Dr. Colvard was the Director of Civilian Personnel, Policy and Equal Employment Opportunity at the Department of the Navy.

Dr. Colvard began his career as a physicist at China Lake, California. He worked his way up through the system, eventually to become the Department of the Navy's senior careerist. Some of his intermediate positions included Technical Director of the Naval Surface Weapons Center and Deputy Chief of the Naval Material Command.

Following service as an enlisted man in the Navy, Dr. Colvard entered Berea College, Kentucky, where he received a Bachelor's of Arts Degree in physics in 1958. In 1973 he received a Master's Degree in Public Administration from the University of Oklahoma. In 1982, he received the Degree of Doctor of Public Administration from the University of Southern California. He has also done graduate work in physics, electronics, and management.

Dr. Colvard has received many awards including the Presidential Rank of Distinguished Executive Award which he received from two Administrations.

KUDOS TO ROBIN E. HEARD, PERSONNEL OFFICER U.S. SOIL CONSERVATION SERVICE GAINESVILLE, GEORGIA

In a recent ceremony, Robin E. Heard, Personnel Officer for the U.S. Soil Conservation Service (SCS) in Gainesville, Georgia, was presented the **U.S. Department of Agriculture Superior Service Honor Award** for exceptional leadership and outstanding personal initiative in developing and promoting a comprehensive Equal Employment Opportunity (EEO) Program for the SCS.

Ms. Heard has excelled in advancing the EEO Program in SCS. Through her aggressive leadership, dedication, and untiring enthusiasm, she has fostered the EEO Program and incorporated it into all aspects of personnel management. In spite of a 15% reduction in work force since 1979, her efforts in recruitment have resulted in an increase of 6% in minority and 6% in female employment.

PM 1.18/4:

DIRECTOR HORNER GREETS BOYS NATION

Gregory Orman of Mankato, Minnesota, was there, so was Patrick Ungaschick of Creve Coeur, Missouri, and so were 96 other high school juniors from throughout the Nation. These teenagers visited the President, Director Constance Horner, and other key Government officials in July as a part of the American Legion's Boys Nation annual trip to Washington, DC to experience, first hand, the structure and functioning of the Federal Government.

In addressing the Boys Nation assemblage in OPM's auditorium, Director Horner charged the group to remember that as future leaders they must see that traditional American values are preserved and that holding power means bearing heavy responsibility. She added that the "burdens of democracy are joyful" and expressed hope that someday they would return and devote some portion of their lives to public service.

Director Horner happily receives a souvenir T-shirt from Boys Nation at the conclusion of their visit to OPM. Representing the American Legion is Mr. Marty Justis, Director, Americanism and Children and Youth.

The American Legion's Boys Nation is made up of delegates from the States and the District of Columbia. These representatives are selected in civic activities at the state level. Similar citizenship and leadership activities are provided for girls in the Girls Nation Program.

HISPANIC HERITAGE WEEK OBSERVED

President Reagan designated the week beginning September 14, 1986, as National Hispanic Heritage Week. In the President's proclamation, he stated: "...*we rejoice in the strength and inspiration America derives from its citizens of Hispanic heritage.*" Then he called upon the people of the United States "...*to observe this week with appropriate ceremonies and activities.*"

Accordingly, the Federal Government took a look at Hispanic Americans and their many contributions to the growth and development of the United States during the past 500 years.

On Sunday, September 14th, the week's festivities began with a Hispanic Designers Fashion Show and Benefit, honoring fashion designers Adolpho (Cuba), Oscar de la Renta (Dominican Republic), Carolina Herrera (Venezuela), Paloma Picasso (Spain), Carlota Alfaro (Puerto Rico), Miguel Osuna (Mexico) and others. On Monday, September 15th, Federal agencies throughout the country conducted opening day ceremonies to observe Hispanic Heritage Week. The Interagency Hispanic Heritage Week Planning Committee held its annual opening day ceremony at Washington's Historic Ford Theater. With the 23 flags of Latin American countries behind him; Washington Post Columnist, Mike Causey, told the audience of mostly Hispanic Americans that as an amateur archaeologist he was fully aware and appreciative of the enormous contributions made by Hispanics and their ancestors. However, he also told the audience, his enthusiasm was not shared by everyone - that's why things are tough for the Hispanic. That's good, he said, because there is nothing like being denied something. You become more determined, you work harder, and you'll even scale walls. But you become tougher. He concluded with, "if you're going to accomplish the goals and desires of the Hispanic people, you're going to have to get tougher; ...but take your time because time is on your side."

Mrs. Constance Horner, Director of the Office of Personnel Management, presented this year's Hispanic Employment Program Achievement Awards. *Left to Right:* Perdro De Jesus, Tax Law Specialist, Internal Revenue Service; Edgar Vega, HEP Manager, U.S. Department of Agriculture; Mrs. Horner; Joseph Martinez, Chemist, Department of Energy; Felipa Coleman, HEP Manager, Department of the Army; and Anna Velez, Manpower Development Specialist, Department of Labor.

The week was highlighted by the annual presentation of OPM's Hispanic Achievement Awards to five Hispanics from the Departments of Agriculture, Army, Energy, Labor, and Treasury who had made outstanding contributions to the objectives of OPM's Hispanic Employment Program. Ms. Constance Horner, Director of OPM, said "Our award winners are rare because they have sought and achieved excellence in their own lives...and then gone on to help others to achieve it, too."

MEET THE HEADS OF OPM'S NEW CAREER ENTRY GROUP

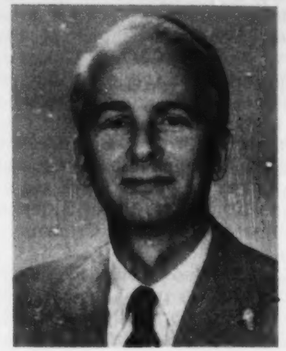
Curtis J. Smith is the Associate Director for the Career Entry Group, Office of Personnel Management. Mr. Smith served as policy advisor to OPM's Director Constance Horner, prior to his appointment to Career Entry. He joined OPM from the Office of Management and Budget, where he was a senior budget examiner.

Mr. Smith has specialized in personnel management throughout his Federal career, with particular emphasis on the new approaches embodied in the recently enacted Federal Employees Retirement System and the proposed Civil Service Simplification Act.

In 1983, Mr. Smith received the Office of Personnel Management Director's Award for Meritorious Service.

Mr. Smith holds a Doctorate Degree in Philosophy from Ohio State University and a Bachelor's of Arts Degree from California Lutheran College.

Curtis J. Smith



Leonard R. Klein

Leonard R. Klein is the Deputy Associate Director for the Career Entry Group. Mr. Klein came to OPM from the Department of the Navy where he served as the Director of the Work Force Effectiveness and Special Programs Department of the Office of Civilian Personnel Management (OCPM).

Mr. Klein has over twenty years service in personnel management with the Department of the Navy. His experience includes assignments in seven Navy field installations, in several headquarters commands, and in personnel policy staffs both at the regional and agency levels.

He is a graduate of Gannon University in Erie, Pennsylvania, with a Bachelor's of Science Degree in Industrial Management and has performed graduate work at George Washington University.

OPM REORGANIZES

The U.S. Office of Personnel Management (OPM) central office is undergoing an agency-wide reorganization designed to serve as a model for the President's drive to simplify the Federal personnel system and give government managers more flexibility.

OPM's Director Constance Horner said "We are embarking on a mission to free Federal workers of systemic restraints so that they can accomplish the vital tasks that the American people have given them."

The new OPM structure is organized into five major offices:

- **CAREER ENTRY GROUP** - This group is responsible for planning, directing, and improving the major systems of competitive entry for Federal employment. The primary theme is ensuring a quality work force that is representative of American society through an employment system that is both efficient for the government and understandable to the public.

- **PERSONNEL SYSTEMS AND OVERSIGHT GROUP** - This group is responsible for handling management, pay, and performance policies and programs for the current work force. Personnel system simplification will be the top priority of this group.

- **TRAINING AND INVESTIGATIONS GROUP** - This group is responsible for administering OPM's government-wide training and development program and its suitability and background investigation responsibilities.

- **RETIREMENT AND INSURANCE GROUP** - This group is responsible for handling the government-wide retirement, life, and health insurance programs for Federal employees.

- **ADMINISTRATION GROUP** - This group is responsible for OPM's internal budget planning and management.

These five groups replaced the five existing groups: Staffing, Compliance and Investigations, Workforce Effectiveness and Development, Compensation, and Administration.

A consolidated Washington Area Service Center was established to provide services to Washington area agencies and installations under policy direction by headquarters. The Center will be responsible for recruiting, examining, training delivery, and carrying out background investigations.

ROSE ELIZABETH LEE: A SUCCESS STORY

Rose Lee, an Asian American, born of Chinese parents, began her Federal Government career as a grade GS-2 clerk-typist at the Naval Supply Center, Oakland, California. After a variety of clerical positions she resigned to become an army wife. In 1972, she was widowed with 2 children. This brought her back into the Federal service as a grade GS-5 clerk-typist with the Naval Air Systems Command at Bailey's Crossroad, Virginia.

Rose decided to return to college while working part-time because she needed more fulfillment; and, while in what she calls "her middle-age crisis." She was awarded a Bachelor's of Arts Degree in Political Science in 1976 and a Master's Degree in Public Administration in 1977 from the American University in Washington, DC. Her education led to her first professional position as a grade GS-7, Personnel Management Specialist.

Rose, a senior Personnel Management Specialist with the Office of Affirmative Employment Programs, Career Entry Group, Office of Personnel Management, Washington, DC; has completed 20 years of Federal service. She has received several special achievement awards including a "Sustained Superior Performance Award."

Rose credits her outside activities for providing her with leadership and organizational experience. She is currently an appointed member of the Arlington County Commission on the Status of Women; Chapter President and Washington Representative of Gold Star Wives of America; 2nd Vice President of the National Association of Uniformed Services; and Civic Affairs Committee member of Organization of Chinese Americans (OCA/NOVA), Northern Virginia Chapter.

Rose has served as an elected board member of OCA/NOVA, 1982-84. She has also served as an elected board member of the National Capital Area Chapter, American Society for Public Administration (NCAC/ASPA), 1980-82 where she received a Chapter Service Award; and, she has chaired the Chapter Committee for Women in Public Administration, 1978-80.

During this year's Asian/Pacific American Heritage Week observance, Rose's picture appeared in the week's display where OPM spotlighted its Asian/Pacific American employees.

THE VRA PROGRAM EXTENDED

The President signed Public Law 99-576, "Veterans' Benefits Improvement and Health-Care Authorization Act of 1986," on October 28, 1986. Title III of this law amends Section 2014 of Title 38, United States Code, the statutory authority for the Veterans Readjustment Appointment (VRA) Program. The law extends the VRA Program through December 31, 1989. There were no other changes made to the program.

EDITOR'S CORNER

If there are individuals wishing to submit articles for possible publication in *Spotlight on Affirmative Employment Programs*, I would be delighted to hear from you! So please forward your articles to me (pictures are welcome)! My address is:

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